

REIMBURSEMENT CLAIM WORKSHEET

RECREATION AID PROJECTS

Chapter NR , Wis Adm. Code

Form 8700-13 Rev. 12-95

Project Number

Project Sponsor and Name

INSTRUCTIONS - SEE REVERSE SIDE

[illegible]

INSTRUCTIONS

Completion of this form is required by the Department for any claim for reimbursement filed pursuant to ch. NR , Wis. Adm. Code. The Department will not consider your claim for reimbursement unless you complete and submit this form. Personally identifiable information found on this form is not intended to be used for any other purpose.

1. Submit one copy of Reimbursement Claim Worksheet, Form 8700-13, with the Reimbursement Claim, Form 8700-11. Attach other supporting documents as listed on Form 8700-11.
2. Definition of Columns: Form 8700-13.

Payee - Name of contractor, vendor or force account laborer to whom payment is made.

Project Item Involved - Charge the expenditure to the most appropriate item described in the project agreement as broken down on the Cost Estimate Worksheet, Form 8700-14.

Total - Sum of the expenditures charged to the generalized categories appearing in the right-hand columns.

The definitions below apply to both Form 8700-13 and Form 8700-11.

Land Acquisition - Cost of the purchase of lands, improvements, and easements.

Relocation

Administration - Cost of preparing relocation plan, counseling, relocation assistance, etc.

Payments - Payments to individuals and businesses for moving costs, relocation payments and expenses incidental to transfer of title.

Architect/Engineer Fees - Cost of prorated portion of master planning, site planning, engineering studies, working drawings, construction plans and specifications, supervision, inspections, cost estimates, etc.
Costs incurred prior to project approval are eligible only if indicated on project agreement.

Construction - Cost of all project construction including site preparation, facilities, utilities construction equipment rental, landscaping, demolition, etc. The following format should be used to summarize reimbursement requests for force account labor and equipment.

Date	Individual/Equipment	Project Item	Hours	Hourly Rater	Total
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Equipment - Cost of picnic tables, barbecue grills, playground apparatus, etc.

Maintenance - (Snowmobile and MRP only). Cost of trail grooming, summer mowing and brushing, sign replacement, post replacement, plowing of parking lots and access roads, maintenance of toilets and shelter facilities. The format indicated above under *Construction* should be used to summarize reimbursement requests for force account labor and equipment.

Miscellaneous - Costs not included in above categories. ie. Snowmobile Liability Insurance.